

JOB POSTING

- Job Title:** Law Clerk (Attorney I)
- Employer:** Court of Common Pleas of Lehigh County, Allentown, PA
- Position Type:** Full-time (non-union)
- Contact Person:** District Court Administrator Kerry Turtzo
- E-Mail:** KerryTurtzo@LehighCounty.org
- Salary Range:** \$74,999 plus fringe benefit package
- Start Date:** March 31, 2025
- Qualifications:** Juris Doctor degree from an Accredited Law School.
Strong legal writing and research skills required.
Detail oriented, well organized, capable of independent work and capable of working well with others.
- Job Description:** The Law Clerk will serve Judge Tom Caffrey in Criminal matters in Lehigh County. He or she will assist the judge in legal research, writing opinions, and court orders. The Law Clerk will also conduct research and review pleadings and documents to prepare the judge for conferences, hearings and trials, attend hearings, trials and conferences, and provide general support and assistance to the judge.
- Application Process:** Interested candidates should submit a cover letter, resume, and a writing sample (non-criminal preferred) to District Court Administrator Kerry Turtzo via e-mail at KerryTurtzo@LehighCounty.org.